


**ADMINISTRATION DEPARTMENT**

**JAMES MIELKE, COUNTY ADMINISTRATOR**

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**127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251**

To: Dodge County Executive Committee  
From: Jim Mielke   
Date: November 28, 2018

**Re: Meeting Notes – December 4<sup>th</sup> Executive Committee Meeting**

January County Board Meeting: Chair Kottke is indicating if there is a lack of time sensitive action items, the scheduled January 15<sup>th</sup> County Board meeting would be canceled. Information regarding the potential cancellation of the January meeting has been communicated to Department Heads. If there are time sensitive matters, Chair Kottke has indicated the meeting will be held as originally scheduled.

January Executive Committee Meeting Date: Looking ahead, potential meeting date options for the January Executive Committee are Wednesday the 2<sup>nd</sup> or Tuesday the 8<sup>th</sup>?

2019 Insurance Renewals: Bill Evans of Robertson Ryan & Associates will attend the Committee meeting to present his recommendations regarding the following policy renewals:

- Employee Dishonesty / Crime
- K-9 Mortality
- General Aviation Liability
- Medical Examiner Bond
- Treasurer Bond

Mr. Evans is scheduled to be in Juneau late afternoon Thursday November 29<sup>th</sup> for a discussion regarding the renewals. I am also updating the Insurance spreadsheet which lists the various coverages / policy period. Premiums will also be part of the spreadsheet. Based on the outcome of the November 29<sup>th</sup> discussion, I anticipate providing an update via email late day Thursday or on Friday.

Internal Discussion – Fraud: An internal presentation for Department Heads and Department Supervisors is tentatively scheduled for Tuesday January 22, 2019. The presentation will include a panel consisting of

- Kevin Krysinski – Johnson Block & Company
- Andrew Smith – US Bank
- Detective - Dodge County Sheriff Office

In advance of the presentation, I along with Finance Director Julie Kolp; Human Resource Director Sarah Hinze, Corporation Counsel Kim Nass are attending an event joint sponsored by the Wisconsin City / County Management Association; Wisconsin Government Finance Officers Association and League of Wisconsin Municipalities related a fraud. Material related to the event is attached.

Sheriff Office Operation Review: A Request for Proposals was issued by the Dodge County Purchasing Agent with proposals due November 15<sup>th</sup>. Proposals were received from three firms; Matrix Consulting Group, Mountain View California; Baker Tilly, Madison; and RW Management Group Inc., Oconomowoc. The internal review team met on November 26<sup>th</sup> to score the three proposals. Additional information along with a recommendation by the review team will be presented at the meeting.

## **DODGE COUNTY EXECUTIVE COMMITTEE**

November 6, 2018, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Emergency Management Director Amy Nehls; ERP Project Director Ross Winklbauer; Human Resources Director Sarah Hinze; County Board Supervisor Richard Greshay; and WBEV Radio Station Reporter Kevin Haugen.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

County Board Supervisor Jeff Berres voiced his concerns with a meeting that was held regarding the proposed purchase of a water rescue boat for the Dodge County Fire Association.

Motion by Maly, seconded by Marsik to approve the October 2, 2018, and the October 16, 2018 minutes as presented. Motion carried.

ERP Project Director Ross Winklbauer provided an update on the ERP Project. Mr. Winklbauer reported the following:

1. The Chart of Accounts (COA) was submitted to Tyler Munis on October 15, 2018, and Tyler Munis has provided the fix it report, and minimal changes are required. Testing of the data is tentatively scheduled for the week of November 5, 2018.
2. On October 15, 2018, there was a Kronos Integration teleconference with Tyler Munis, GFOA, and the Dodge County ERP Project Payroll Team to finalize the Statement of Work (SOW), and it went well. The SOW is expected from Kronos this week.
3. Sidney Woods from Tyler Munis was onsite October 2-4, 2018 to validate the Enterprise Asset Maintenance (EAM) Module, specific to the Highway Department. The Highway Department was pleased with how the workflow process will handle the day to day activities in the Highway Department.
4. A letter regarding the implementation of Vendor Self Service (VSS) will be mailed to active vendors on November 9, 2018. The VSS portal will allow vendors to view invoices, view 1099 data, track payment information, maintain and update business information. The letter will include the link for the VSS portal and registration instructions.
5. Mr. Winklbauer reported that currently, vendors can only register through the VSS portal.

There was no appearances before the Committee or discussion on Resolutions from other Counties.

Chairman Kottke reported that the agenda included an out-of-state travel request for two (2) Human Services and Health Department employees to travel to Clarinda Academy in Clarinda, Iowa, in November 2018, February 2019, and May 2019, for the purpose of visiting a youth that is placed at the facility. Chairman Kottke further reported that a memo was included in the packet materials. Motion by Maly, seconded by Frohling to approve the out-of-state travel request. Motion carried.

## **DODGE COUNTY EXECUTIVE COMMITTEE**

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DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

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Emergency Management Director Amy Nehls provided an oral update to the Committee regarding the Wisconsin Active Disaster Declaration. Ms. Nehls reported that Dodge County did not receive public assistance or individual assistance through FEMA, and she does not anticipate an appeal to the decision made by FEMA.

Ms. Nehls provided an oral report to the Committee regarding her attendance at the International Emergency Managers (IAEM) Conference that was held in Grand Rapids, Michigan, on October 19-24, 2018. Ms. Nehls reported that this was a good conference, and she attended meetings with FEMA, other state Emergency Management representatives, IACM representatives and lobbyists, and also attended a regional meeting.

Ms. Nehls provided an oral report to the Committee regarding the All Hazard Mitigation Grant. Ms. Nehls reported that Dodge County has received the All Hazard Mitigation Grant, and this grant needs to be updated every five (5) years. Ms. Nehls further reported that she attended a towns association meeting in October 2018, in which she explained the grant process, and a survey was handed out. The updated grant will be submitted to FEMA.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the November 13, 2018 County Board meeting. Ms. Gibson reviewed the document entitled *2018 November Resolutions as of October 30, 2018* that was included in the Executive Committee packet materials. Ms. Gibson reported that the Land Resources and Parks Committee met on November 5, 2018, and will have items on the agenda. Ms. Gibson further reported that the County Board packet materials will be mailed on November 7, 2018, and the agenda and packet can also found on the county website.

County Administrator Jim Mielke provided an oral report to the Committee regarding County Bonds & Liability Coverages. Mr. Mielke reported that he is planning a presentation at the December 4, 2018 Executive Committee meeting by Bill Evans, of Robertson Ryan & Associates regarding - recommendations for coverage limits for various 2019 policy renewals. Mr. Mielke further reported that the overall goal is to consolidate policy renewal dates, and update coverages to insure proper limits are in place.

Mr. Mielke provided an oral update to the Committee regarding the recruitment of the Clearview Executive Director. Mr. Mielke reported that there has been an accepted offer, and a Resolution will be presented to the Health Facilities Committee at their November 7, 2018 meeting for the confirmation of the Clearview Executive Director. The Resolution will be forwarded to the County Board for consideration at their November 13, 2018 meeting. Mr. Mielke further reported that the anticipated start date of the new Clearview Executive Director is January 2, 2019.

Mr. Mielke provided an oral update to the Committee regarding the recruitment of the Information Technology Director. Mr. Mielke reported that the recruitment process will conclude on November 9, 2018, and an update will be provided to the Information Technology Committee at their November 13, 2018 meeting. The goal is to present a Resolution to the County Board at the December 18, 2018 meeting, and an anticipated start date of January 2019 for the Information Technology Director.

## **DODGE COUNTY EXECUTIVE COMMITTEE**

November 6, 2018, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

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Mr. Mielke provided an oral update to the Committee regarding the 2019 Health Insurance Transition to Dean Health. Mr. Mielke reported that open enrollment concluded on October 26, 2018, and the deadline to provide bank information for individual Health Savings Accounts to the Human Resources Department is December 14, 2018.

Mr. Mielke reported that he will be out of the office on November 15, 2018, and possibly November 16, 2018.

Corporation Counsel Kimberly Nass reported the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass reported on activities from the Taxation Committee. Ms. Nass reported the following:

- The 2019 In Rem Petition was filed on October 31, 2018 by the Dodge County Treasurer, and the redemption date is January 11, 2019. There are 26 parcels subject to foreclosure.
- Dodge County is still working with the Village of Randolph on 004 parcel and 006 parcels and a proposed agreement and resolution regarding the parcels plus the three (3) additional parcels has been provided to the Village of Randolph Attorney.
- A lease agreement is in place on the 004 parcel and 006 parcel in the Village of Randolph with the business that was operating out of the buildings prior to the County's foreclosure.

Ms. Nass reported that Dodge County continues to work with Monarch Development, LLC to finalize the agreement for the remaining Monarch lots.

Ms. Nass reported that she has no new information regarding the Wisconsin Counties Association Opioid Action.

Ms. Nass provided an oral update to the Committee regarding the proposed agreement between the Dodge County Fair Association and Dodge County regarding the Youth Building. Ms. Nass reported that the final version of the Resolution will be presented to the Building Committee at their December, 2018 meeting, and then forwarded to the County Board for consideration at their December 18, 2018 meeting. Ms. Nass further reported that there have been many meetings with 4H representatives and the Dodge County Fair Association.

Ms. Nass provided an oral report to the Committee regarding the Town of Williamstown/Village of Kekoskee Cooperative Plan. Ms. Nass reported that the cooperative plan was approved by the Wisconsin Department of Administration on October 4, 2018, and there is no longer a Town of Williamstown. Ms. Nass further reported that the City of Mayville has filed two (2) law suits, and she will be meeting with the Village of Kekoskee and the Dodge County Highway Department to discuss such items as roads and ATV routes.

Ms. Nass provided an oral update to the Committee regarding the Glacier Ridge Landfill Expansion – City of Mayville v. Waste Facility Siting Board et al.; Dodge County Case No. 18CV400. Ms. Nass reported that Dodge County has two (2) appointments on the negotiation team, and the case involves the number of representatives the City of Mayville is allowed to appoint to the local committee for the expansion of the landfill. Ms. Nass further reported that Supervisor Marsik and Supervisor Greshay are currently the County's members of the Local Siting Committee.

# **DODGE COUNTY EXECUTIVE COMMITTEE**

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DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

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Supervisor Frohling provided an oral report to the Committee regarding his attendance at a Wisconsin Counties Association Personnel, Finance, and County Organization Steering Committee meeting that was held on October 25, 2018, in Stevens Point, Wisconsin. Supervisor Frohling reported that some topics discussed were open records request copying fees, payment in lieu of taxes, Dark Store, election security, and TIF legislation.

The next regular meeting is scheduled for **Tuesday, December 4, 2018, at 8:00 a.m.**

Chairman Kottke asked the Committee members to look at their calendars to determine availability for the February 2019 meeting because he and Supervisor Frohling are unable to make the February 5, 2019 meeting.

Motion made by Marsik, seconded by Schmidt to convene in closed session.

Before voting on the motion, Chairman Kottke announced to all present that the purpose of the closed session will be to consider performance evaluation data of a public employee over which the Committee has jurisdiction and exercises responsibility, namely, James E. Mielke, Dodge County Administrator, and that Section 19.85(1)(c), of the *Wisconsin Statutes*, authorizes the closed session.

A roll call was taken. Motion carried by unanimous vote of all members present, at 9:02 a.m.

There was consideration, deliberation, and discussion concerning performance evaluation data of a public employee over which the Committee has jurisdiction and exercises responsibility, namely, James E. Mielke, Dodge County Administrator.

Motion by Frohling, seconded by Maly to reconvene in open session, at 10:17 a.m.

Motion by Schmidt, seconded by Frohling to adjourn the meeting at 10:18 a.m.

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Jeff Berres, Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**

RECEIVED  
IN THE OFFICE OF  
COUNTY CLERK

NOV 19 2018

RESOLUTION - R2018-10-02

To: The Honorable Chair and Members of the Oconto County Board of Supervisors  
Re: In Support of Increased Public Defender Access and Pay

WHEREAS, criminal cases continue to rise due to a variety of factors including increased drug crimes; and

WHEREAS, both the United States Constitution and the Constitution of the State of Wisconsin provide that persons accused have the right to counsel; and

WHEREAS, in Wisconsin, the Office of the Public Defender provides counsel to those persons meeting income eligibility guidelines for services; and

WHEREAS, judges are being forced to appoint counsel at county expense for persons for whom the public defender cannot find representation due to a lack of available counsel as a result of the low compensation rate; and

WHEREAS, this results in costs of counties to appoint counsel, increased costs to jail persons held pre-trial pending appointment of counsel, inefficiency for courts and law enforcement and a delay in obtaining justice for victims; and

WHEREAS, the rate of compensation for private attorneys has not been increased since 1995 and currently is the lowest hourly rate in the nation; and

WHEREAS, this has created a burden on the courts and Wisconsin counties.

NOW, THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors does hereby urge the State of Wisconsin to provide sufficient resources to the Office of the Public Defender to ensure that the criminal justice system operates effectively and efficiently; and

BE IT FURTHER RESOLVED, that the State of Wisconsin increase the rate of reimbursement for assigned counsel attorneys to a market rate that will ensure the prompt appointment of counsel and that cases are handled in a timely and efficient manner; and

BE IT RESOLVED that the Oconto County Clerk shall forward a copy of this resolution to Oconto County's State Legislators, Governor Scott Walker, the Wisconsin Counties Association, the Wisconsin Towns Association, the Wisconsin League of Municipalities, and each Wisconsin County.

Submitted this 18th day of October, 2018.

BY: LAW ENFORCEMENT/JUDICIARY COMMITTEE

Dennis Kroll, Chair  
Lowell "Buzz" Kamke  
Don Bartels, Jr.  
David Parmentier  
Melissa Wellens

Reviewed by Corporation Counsel

CM 10.10.2018  
Initials of Date  
Corp. Counsel Reviewed

Consent Agenda: ☒ Yes ☐ No

Adopted by vote:

Ayes 29 Nays 0 Absent 1 Abstain 0 Vacant 1



**University of Wisconsin-Extension**

Dodge County University of Wisconsin Extension  
127 East Oak Street  
Juneau, WI 53039-1379  
920-386-3790  
<http://dodge.uwex.edu>

**Cooperative Extension**  
Dodge County Extension Office

**November 2018**

**To: Dodge County Executive Committee**  
**From: Marie Witzel, 4-H Youth Development Educator**  
**Re: Out of State Travel Requests**

The following Out of State Travel Requests were reviewed and approved by the UW Extension Committee at their November 20th meeting.

Marie Witzel to attend a face-to-face training in Chevy Chase, Maryland, January 9 – 10, 2019, for the 4-H Digital Ambassador partnership with Microsoft. Everything for this meeting is paid directly by Microsoft – the dollars do not come out of Dodge County expenses.

The program of the 4-H Digital Ambassadors is further described through the grant as: Microsoft is partnering with National 4-H Council on a new project about digital and broadband internet literacy. This project entitled “4-H Digital Ambassadors” will use teens as teachers to provide training and communication to assist adults in their community with increasing their comfort level in utilizing new technology. The goal is that this work will have profound effects in workforce development and community sustainability by helping adults understand how broadband connectivity can impact their lives for the better. The project also targets youth leadership outcomes and creates an opportunity for youth voice in an important area. Dodge is one of 20 counties in Wisconsin to be eligible to be a part of the project implementation funds.

Cassie Strauss to attend the North Dakota University Conservation Tillage Conference December 18-19, 2018. This two day conference will cover conservation agriculture practiced in North Dakota and Minnesota. The agenda includes: keynote speaker Steve Groff presenting on his cover crop insight; panelists of conservation farmers; crop consultants and agronomists; and information on proven cover crop strategies for all systems. This conference will provide a perfect opportunity to learn from experienced producers how to improve soil health and water quality. There will be no expense for the county for this travel, the travel and hotel stay will be covered by the Dodge County Farmers for Healthy Soil-Healthy Water.

If you have questions please contact Dodge County UW-Extension at 920-386-3790.

*An AA/EEO employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements. La Universidad de Wisconsin-Extensión, un empleador con igualdad de oportunidades y acción afirmativa (EEO/AA), proporciona igualdad de oportunidades en empleo y programas, incluyendo los requisitos del Título VI, Título IX, y de la Ley para Americanos con Discapacidades (ADA).*



## **DODGE COUNTY – STATE OF WISCONSIN OFFICE OF EMERGENCY MANAGEMENT**

**DODGE COUNTY LAW ENFORCEMENT CENTER**  
124 West Street • Juneau, Wisconsin 53039  
Phone: (920) 386-3999 • Fax: (920) 386-3994

**AMY B. NEHLS**  
Director

**JOSEPH M. MEAGHER**  
Deputy Director

### **MEMORANDUM**

**To:** Dodge County Executive Committee

**From:** Amy B. Nehls, Director

**Date:** December 4, 2018

**Re:** Request for out of state travel – Joe Meagher

I am requesting your approval for Deputy Director, Joe Meagher, to travel to Emmitsburg, Maryland from Sunday, February 3, 2019 through Saturday, February 9, 2019. Joe's trip to Emmitsburg will be to attend the Emergency Management Institute (EMI). At EMI, Joe will be completing his second week of E0101 Foundations of Emergency Management, the first course of the FEMA National Emergency Management Basic Academy. The Basic Academy is a series of four courses, with a total of 152 hours of coursework, based on newly established Emergency Management competencies, which will eventually become the national standard. Wisconsin is hosting the Basic Academy in Madison where Joe will be completing the remainder of the coursework intermittently from January through May. However, due to a scheduled vacation, Joe needs to take the second week of instruction in Emmitsburg to stay on course with the rest of the class. The cost of travel and lodging are paid by EMI so the cost to the county would be a meal ticket for the week, which is approximately \$90.

This is a great opportunity to attend a federally accredited program that teaches a set of nationally recognized emergency management competencies in the following topics: legal issues; intergovernmental and interagency context; influencing, organizing, social vulnerability issues; managing stress; collaboration, preparedness; team building; mitigation; response; prevention and protection; ethical decision-making; recovery; technology; administration; and the future. The newly learned competencies can then be brought back and implemented in Dodge County, as appropriate.

**Emergency  
Management**

**Planning**

**Response**

**Recovery**

**Mitigation**

**Emergency Planning &  
Community Right-to-  
Know Act**

**Hazmat**

**Homeland Security**

**Local Emergency  
Planning Committee**

**Citizen Corps**





Dodge County Emergency Management Director Amy Nehls is shown describing a dangerous scenario during a presentation on Situational Awareness for Workplace Violence and Active Threats. The presentation, with the help of Waupun Police/School Liaison Officer Jason Hraban, was held Wednesday evening at Waupun High School.

BUY NOW

KEN THOMAS, Daily Citizen

**WAUPUN** — Public safety officials say every place open to the public should have an active shooter response plan.

That was the advice given Wednesday evening by Waupun Police/School Liaison Officer Jason Hraban and Dodge County Emergency Management Director Amy Nehls during a presentation at Waupun High School.

About 30 people attended the Situational Awareness for Workplace Violence and Active Threats presentation. Audience members represented businesses, churches, day care centers and schools. They attended hoping to get insights into how to save lives during what has become an ever-increasing occurrence.

“We live in a great community,” Hraban said. “I would not change a thing about this community. But we live in a violent society. Violence trickles into every aspect of modern living. Hopefully you’ll all leave with some good ideas on how to deal with an active shooter if you ever encounter one.”

A video presentation showed excerpts from news broadcasts and simulating a shooting with details borrowed from actual incidents. Audience members were given the opportunity to leave the room to avoid seeing that Emmy Award winning re-creation, although no one did.

“Pretty damned scary,” one audience member said when asked for a reaction to the simulation.

Hraban indicated that students, officers and medical staff have been trained to “Run, Hide, Fight,” in such situations, although he suggested that running is only useful in situations where one is near a door and in little danger of being shot.

“Nobody can outrun a bullet,” he warned. “And where are you running? Are you running to safety or to your death?”

He indicated that hiding or fighting is the best choice in most situations. He said that in a recent simulation, those who ran were much more likely to be killed than to survive.

“One of those people actually went up to the shooter and asked him what to do,” Hraban said. “In that simulation, the person who ran was shot.

“Active shooter stats are on the rise. This is not going away. I am not here to tell you that you can prevent this from happening. You cannot. We’re always a step behind when it comes to this stuff. You never know when this stuff is going to happen because it’s so random. So get that out of your head.”

He showed photos of mass shooting perpetrators, and pointed out that they all look relatively normal.

“The only thing you should know about these situations is that they all happen very, very quickly,” he said. “They evolve very rapidly and you need to be both physically and mentally ready to deal with it.”

Statistics reveal that 46 percent of active shootings are resolved by police and civilian intervention. Forty percent end in the shooter killing himself. Fourteen percent of the time, a shooter surrenders, and in less than 1 percent of the cases, the attacker flees.

On average, law enforcement responds in 12.8 minutes. During the Columbine High School shootings in 1999 in Littleton, Colorado, the perpetrators were inside killing other students for 45 minutes.

“Time is definitely the most important thing,” Hraban said. “We no longer wait

before we go in.”

The United States leads the world in active shooter events, according to a list compiled in 2013. A total of 729 people were killed or injured in active shootings in 2017.

“We can put together every country on the planet Earth and they wouldn’t reach a quarter of where we are now,” Hraban said. “Not even close. And I guarantee that number is even higher now. That should definitely make you think a little bit.”

Schools used to be the preferred target. That has now changed to include businesses, churches, areas open to pedestrian traffic, open spaces, government buildings, health care facilities and other locations.

“There’s no set of rules for where these things can happen,” Hraban said. “When the shooting occurred in Middleton, I was lying in bed and I looked at my wife and said ‘We’ve got to come up with something to tell people.’ We as law enforcement officers know the dangers to the public, but you don’t. I went to my chief and deputy chief, and that’s why we’re here tonight.”

Four people were injured when a man opened fire in an office in Middleton on Sept. 19. The man, an employee of the business, was then killed in a firefight with police who had responded within 5 minutes.

Hraban also outlined the stages of planning and execution of a mass shooting, along with the idea that details are often leaked to others but are often ignored.

“Social media is huge,” Hraban said. “Pay attention to those things. Do not blow something off thinking that it’s someone talking foolish. Call us. That’s our job. We’re supposed to follow up with things like this and then we can determine whether there’s any credibility or not.

“If you see something, say something. That’s our biggest way to combat these events.”

Nehls shared an emergency response plan, indicating that they are posted in schools and government buildings. She said other places should have a plan as well. Businesses, churches, school and day cares can contact her for a template that can be applied in many environments and situations. To get a copy, send an email to [anehls@co.dodge.wi.us](mailto:anehls@co.dodge.wi.us) or call 920-386-3999.

[kthomas-at-capitalnewspapers-com](mailto:kthomas-at-capitalnewspapers-com)



# DODGE COUNTY – STATE OF WISCONSIN

## OFFICE OF EMERGENCY MANAGEMENT

DODGE COUNTY LAW ENFORCEMENT CENTER  
124 West Street • Juneau, Wisconsin 53039  
Phone: (920) 386-3999 • Fax: (920) 386-3994

AMY B. NEHLS  
Director

JOSEPH M. MEAGHER  
Deputy Director

### MEMORANDUM

To: All first response agencies that utilize Dodge County communication channels

From: Amy B. Nehls, Director

Date: November 9, 2018

Re: Changes occurring on Dodge County Radio Communication Channels

This memo is intended as a notification that Dodge County is making programming changes to our current radio system to mitigate possible radio channel interference. These changes will require mobile and portable radios to be programmed with different "code" in order to access our systems. Our intention is to run the old and new programming in parallel so that daily operations are unaffected and entities have ample time for reprogramming. Our full conversion date is planned for **June 1, 2019**.

It is our intention to assist, as much as possible, with this re-programming for agencies that are in or have territory in Dodge County. This effort is being done in stages and some radios have already been updated. Your agency will be contacted by Dodge County Radio Technician, Dale Marks, to coordinate these changes.

Your agency can, if you prefer, have this programming done by your preferred vendor, however, you will be responsible for the incurred expense. If you choose to use your preferred vendor, we are asking you to provide Dodge County with a spreadsheet of equipment programmed to acknowledge that it has been completed.

In order to make this transition go as quickly and smoothly as possible, we are asking each agency have a spreadsheet listing all of their radios, including serial number, so the list can be checked off as each radio is programmed.

As always if you have any questions please contact our office.

Sincerely,

Emergency  
Management

Planning

Response

Recovery

Mitigation

Emergency Planning &  
Community Right-to-  
Know Act

Hazmat

Homeland Security

Local Emergency  
Planning Committee

Citizen Corps



# DODGE COUNTY – STATE OF WISCONSIN

## OFFICE OF EMERGENCY MANAGEMENT

Amy B. Nehls  
Director

Joseph M. Meagher  
Deputy Director

DODGE COUNTY LAW ENFORCEMENT CENTER  
124 West Street • Juneau, Wisconsin 53039  
Phone: (920) 386-3999 • Fax: (920) 386-3994

### MEMORANDUM

**TO:** Dodge County Executive Committee  
**FROM:** Amy B. Nehls, Emergency Management Director  
**DATE:** December 4, 2018  
**SUBJECT:** Allocate 2017 Redistribution dollars

Dodge County Emergency Management received a check on July 17, 2018, from Wisconsin Emergency Management, in the amount of \$7,725, which was a redistribution of the 2017 Emergency Management Planning Grant (EMPG) funds. Redistribution funds are EMPG funds the state receives and in turn redistributes, to eligible counties, in an attempt to bring the counties closer to the 50% of eligible salary and fringe expenditures. The 2018 budget reflects revenue (2811.422.281) and expense (2811.5299) line items for redistribution funds. In the past, Dodge County has allowed Emergency Management to use redistribution funds to assist with additional projects or equipment.

Currently, Dodge County does not have interoperability on our VHF conventional radio system with the City of Watertown, due to the fact that they have an 800 mhz. system and utilize encryption for the police channel. In November 2018, I had a discussion with the City of Watertown Police Chief about the ability of Dodge County to monitor and communicate with the City on their encrypted channel. The Police Chief and I came to an agreement that Dodge County Central Dispatch could monitor the Watertown encrypted channel, with the ability to communicate back to them as needed. If the need arises, Dodge County Central Dispatch will be able to relay the radio traffic back to responders on Dodge County channels. Dodge County has agreed NOT to rebroadcast Watertown radio traffic on an unencrypted channel, unless there is a large event and police command has given direct consent. This is a good compromise that will give Dodge County the ability to monitor and communicate with the City of Watertown police, which is in the best interest of responders and citizens in Dodge County and the City of Watertown.

I am informing you that I have signed and submitted an Intra-Department Fund Transfer fund to Administrator Mielke, re-allocating the funds from 2811 to 2801.5819 to purchase and install equipment to be used for interoperability with the City of Watertown.

Thank you for your continuous support!

Sincerely,

**Amy B. Nehls, Director**  
Dodge County Emergency Management

Emergency  
Management

Planning

Response

Recovery

Mitigation

Emergency Planning &  
Community Right-to-  
Know Act

Hazmat

Homeland Security

Local Emergency  
Planning Committee

Citizen Corps

**Saved - S Drive - County Board - 2018 December Resolutions as of 11/21/18**

Description	Date of Committee meeting	Committee(s)	Fiscal Note *	Status
Appoint IT Director	12/10/2018	IT		Draft
Transfer of Youth Building to Fair Association	12/6/2018	Building Committee		Draft
Family Court Fees-Ordinance	12/7/2018	JPP		
Purchase Paint Truck	12/5/2018	Highway		
Purchase Light Duty Trucks	12/5/2018	Highway		
Purchase Patrol Trucks	12/5/2018	Highway		
Parking Ordinance-CTH S	11/15/2018	Highway		Final
Sheriff's Operational Review approval	12/4/2018	Executive		
Revisor's ordinance amendment	12/4/2018	Executive		
Ordinance revising highway access control	12/5/2018	Highway		Draft
Claims	12/4/2018	Executive	No	
Special orders of business: Appointments & Elections; Gold Star				
Memorial Trail & Friends of Dodge County Parks; 4-H Key Awards				
*The Resolutions with a Fiscal Note must go to the Finance Committee which meets on 12/11/18				





## **All the Queen's Horses (The Rita Crundwell Story) A Classic Case of Fraud**

PRESENTED IN PARTNERSHIP BY WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION, WISCONSIN GOVERNMENT FINANCE OFFICERS ASSOCIATION, AND THE LEAGUE OF WISCONSIN MUNICIPALITIES

**TWO DATES – TWO LOCATIONS! CHOOSE WHAT WORKS BEST FOR YOU AND YOUR STAFF!**

**Wednesday, NOVEMBER 28, 2018**

**BEST WESTERN WATERFRONT  
1 N. Main St.  
Oshkosh, WI**

**Thursday, DECEMBER 13, 2018**

**UNIVERSITY OF WISCONSIN-WHITEWATER  
James R. Connor University Center  
Whitewater, WI**

**Registration Rates:**

WCMA/LWM/WGFOA MEMBER: \$45    STUDENTS: \$20    NON-MEMBERS: \$65.00

***"All the Queen's Horses" Documentary Film (The Rita Crundwell Story)***  
How could one woman steal \$53 million without anyone noticing? As city comptroller of Dixon, IL, Rita Crundwell stole \$53 million of public funds across 20 years—making her the perpetrator of the largest case of municipal fraud in American history. She used the funds to build one of the nation's leading quarter horse breeding empires, all while forcing staff cuts, police budget slashing, and neglect of public infrastructure. The movie, ALL THE QUEEN'S HORSES, investigates her crime, her lavish lifestyle and the small town she left in her wake. Runtime: 70 minutes.

***"Building back Trust after Embezzlement"***

***By Paula Meyer, Former Finance Director, City of Dixon (Oshkosh presenter)  
or Kathryn Schauf, County Administrator, Eau Claire County (Whitewater presenter)***

Presenters will discuss the challenges faced when embezzlement occurs, steps taken to restore confidence and trust in the City's or County's financial management in the wake of the discovery of fraud in the organization.

***"Hidden in Plain Sight: Building a Strong System of Internal Controls to Prevent Fraud"***  
***By Mary O'Connor, ASA, CFE Partner, Forensic and Valuation Services, Sikich LLP***

A strong system of internal controls not only deters fraud but also supports greater efficiency and legal compliance within the local government business function. This seminar identifies types and common methods of employee dishonesty, the role of the external auditor to detect fraud, and the personality of a fraudster. The COSO system to install adequate internal controls is discussed and the all-important concept of separation of duties is presented in a practical, easy to apply context. And because fraud can and will happen, the appropriate way to handle the shock and resulting investigation is outlined.

**NOVEMBER 28 AGENDA in Oshkosh:**

- 1:00 -1:30 p.m.      Registration
- 1:30 – 2:45 p.m.      Showing of “All the Queen’s Horses”
- 2:45 – 3:00 p.m.      Break
- 3:00 – 4:00 p.m.      Presentation: “Building back Trust after Embezzlement”  
*Paula Meyer, Former Finance Director, City of Dixon*
- 4:00 – 4:15 p.m.      Break
- 4:15 – 5:15              Presentation: “Hidden in Plain Sight: Building a Strong System of Internal  
Controls to Prevent Fraud”  
*Mary O’Connor, ASA, CFE Partner, Forensic and Valuation Services, Sikich  
LLP*
- 5:15 – 6 p.m.           Hors d’oeuvres reception/networking with cash bar
- 6 p.m.                    Dinner on your own or any activity WGFOA may have already planned
- 

**DECEMBER 13 AGENDA at UW-Whitewater:**

- 10:00 – 10:30 a.m.      Registration
- 10:30 – 11:45 a.m.      Showing of “All the Queen’s Horses”
- 11:45 – 12:30 p.m.      Lunch
- 12:30 – 1:30 p.m.      Presentation: “Building back Trust after Embezzlement”  
*Kathryn Schauf, County Administrator, Eau Claire County*
- 1:30 – 1:45 p.m.        Break
- 1:45 – 2:45 p.m.        Presentation: “Hidden in Plain Sight: Building a Strong System of Internal  
Controls to Prevent Fraud”  
*Mary O’Connor, ASA, CFE Partner, Forensic and Valuation Services, Sikich  
LLP*



Strength in...  
**Members**

**Brenda Besteman**  
*Senior Liability Claims Representative*  
Telephone: 608.245.6892  
Facsimile: 608.852.8647  
bbesteman@wmmic.com

Jim Mielke  
Dodge County Administrator  
Dodge County  
127 E Oak Street  
Juneau, WI 53039

November 20, 2018

RE: Mary Goetz and Latitude Subrogation Services v. Dodge County  
Date of Loss: 9/7/2018  
Claim #: 2018090603  
Event #: 99942

Dear Mr. Mielke,

We received the above referenced claim on 11/14/2018. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please have your Board issue a formal disallowance and provide a copy of this disallowance to WMMIC.

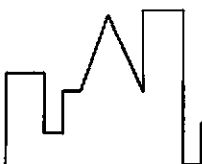
This document has been automatically attached to the event/claim record in Riskmaster for your reference.

Thank you for your assistance. Please contact me at 608-245-6892 if you have any questions.

Sincerely,

Brenda Besteman, AIC, ARM  
Senior Liability Claims Representative

CC: file



**WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY**  
4785 Hayes Road, Madison, WI 53704-7364 • 608.246.3336 • [www.wmmic.com](http://www.wmmic.com)

Dec 12, 2017 8:04 am

MAYVILLE SAVINGS BANK

Page 1

Tuesday

LNA - Proof Edit Reject Journal

From: webmaster@co.dodge.wi.us

To: goetzm@charter.net

\*\* No Rejects \*\*

Cc:

Date: Friday September 7 2018 1:52:24PM

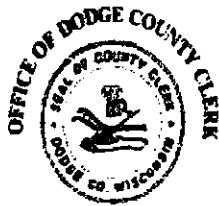
## Dodge County, WI: Incident Report

A new entry to a form/survey has been submitted

Form Name: Incident Report  
Date & Time: 09/07/2018 2:52 PM  
Response #: 5  
Submitter ID: 4393  
IP address: 172.24.96.112  
Time to complete: 57 min. , 34 sec

### Survey Details

Page 1



KAREN J. GIBSON  
Dodge County Clerk

SHELBY J. MILLER  
Chief Deputy

CHRISTINE KUORNES  
Deputy

### LOCATION

Administration Building  
127 East Oak St.  
Juneau, WI 53039  
Phone: 920-386-3605 Fax: 920-386-4292

### 1. DATE

09/07/2018

### 2. CLAIMANT INFORMATION

First Name	Mary	Middle Initial	L	Last Name	Goetz
------------	------	----------------	---	-----------	-------

<b>Address</b>	604 East Mill Street	<b>City</b>	Beaver Dam	<b>State</b>	Wisconsin
<b>Zip Code</b>	53916	<b>Phone Number</b>	Not answered	<b>Email Address</b>	Not answered

**3. INCIDENT INFORMATION**

**Date of Incident** 09/06/2018  
**Amount of Reimbursement Requested** \$515.90  
**If Applicable Vehicle Make** Mercury  
**Vehicle Year** 2005

**Time of Incident** 7:00 AM

**Location of Incident**  
 Hwy 28 between Horicon and Mayville

**Vehicle Model** Mariner

**Description of Incident/Loss**

I passed a vehicle that was spraying white lines.  
 When I arrived at work and departed the vehicle, I  
 noticed the right side had been sprayed with a  
 significant amount of paint.

**4. WITNESS INFORMATION**

<b>First Name</b>	Not answered	<b>Middle Initial</b>	Not answered	<b>Last Name</b>	Not answered
<b>Address</b>	Not answered	<b>City</b>	Not answered	<b>State</b>	Wisconsin
<b>Zip Code</b>	Not answered	<b>Phone Number</b>	Not answered	<b>Email</b>	Not answered

**5. Please upload billing statement or estimate for this report**

Thank you,  
 Dodge County, WI

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# LATITUDE

SUBROGATION SERVICES

1760 S. Telegraph Road, Suite 104  
Bloomfield Hills, MI 48302  
Ph (877) 454-3400, Fax (877) 454-3405  
www.latitudesubro.com

RECEIVED  
IN THE OFFICE OF

NOV 05 2018

October 31, 2018

DODGE COUNTY CLERK

Dodge County  
127 E Oak St.  
Juneau, WI 53039

Date of Loss: 09/07/2018  
Claim Number: 000-99-2000041177  
Our Insured: Jon D Goetz and Mary L Goetz  
Damages: \$515.90  
Loss Location: Hwy 28 and Horicon

Dear Dodge County Claims:

Latitude Subrogation Services has been appointed by Hastings Mutual Insurance Company to pursue subrogation recoveries on their behalf.

You were recently sent a letter concerning your responsibility for our damages in this claim resulting from a paint overspray.. We have not received any response from you.

Again, we ask that you issue a check for **\$515.90** made payable to **Latitude Subrogation Services**, reference our claim number **000-99-2000041177** and send to:

**Latitude Subrogation Services**  
**P.O. Box 7932**  
**Bloomfield Hills, MI 48302-7932**

**Optional Services:** You can make your payment online by visiting us at [LatitudeSubro.com](http://LatitudeSubro.com) and selecting "Make a Payment". You can pay from your checking account or by any major credit card. Please reference our claim number **000-99-2000041177**.

Please call us immediately to discuss your position on this claim and inform us if you intend to issue payment. If we do not hear from you and establish resolution of this matter within 15 days, then our file will be prepared for alternative recovery methods that may include filing suit.

Sincerely,

Craig Towbin, CSRP  
Sr. Subrogation Specialist  
Latitude Subrogation Services  
Phone: 877-454-3400 Ext. 2375  
Direct line: 248-365-1122  
E-mail: [CTowbin@latitudesubro.com](mailto:CTowbin@latitudesubro.com)

## **PAYMENT SUMMARY**

Physical Damage	\$415.90
Financial Damage	\$0.00
Rental Vehicle	\$0.00
Bodily Injury	\$0.00
Uninsured Motorist	\$0.00
Underinsured Motorist	\$0.00
Personal Injury Protection	\$0.00
Supplemental	\$0.00
Medical Payments	\$0.00
Wage	\$0.00
Additional Living Expenses	\$0.00
Loss of Use	\$0.00
Loss of Income	\$0.00
Deductible	\$100.00
Insured Out of Pocket	\$0.00
Salvage Deduction	\$0.00
Total Damages	\$515.90

# SUPERVISOR'S INVESTIGATION REPORT

## ACCIDENT/INCIDENT – PROPERTY DAMAGE/LOSS

\*\*\*\*\*

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them, name them, and to state the remedy for them in this report.

\*\*\*\*\*

Department: Dodge County Highway Commission Report Date: 09/10/2018

Date of Accident/Incident: 09/6/2018 If applicable: Digger's Hotline contacted: ☐ Yes ☐ No

Time of Accident/Incident: 7:00 ☒ a.m. ☐ p.m. Digger's Hotline #: \_\_\_\_\_

Location of Accident/Incident: Hwy 28 between Mayville and Horicon Estimate Repair Cost \$ 515.90

County Vehicle #/Description: #441 paint truck Job No.: \_\_\_\_\_

Driver Name: Wally Fett Close Date: \_\_\_\_\_

1<sup>st</sup> Party Name: Mary Goetz License Plate # \_\_\_\_\_

2<sup>nd</sup> Party Name: \_\_\_\_\_ License Plate # \_\_\_\_\_

Sheriff Incident # \_\_\_\_\_ Police Notified ☐ yes ☐ no

NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE: **None Injured. Paint claim for a 2005 Mercury Mariner.**

DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident): **I asked the paint crew on 9/10/18 about the day of 9/6/18. Brian Benson (who drives supply truck #48 with the warning sign) stated that he reported to crew leader Wally Fett on 9/6/18 to watch for a maroon Mercury Mariner that had just come around the supply truck that was covered in fresh paint. Gary Schultz is going through our camera footage and it will be submitted with this report.**

UNSAFE CONDITIONS/ACT (describe unsafe conditions such as faulty brakes, lights, etc. and/or unsafe action of driver contributing to the accident): **Our paint crew does a very good job of pre signing the workzone and has 2 sets of message boards for vehicles approaching from the rear stating which color of paint is wet as well as 2 cameras mounted on #441 paint truck and #48 supply truck.**

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident): **None**

Wally Fett 9-11-18  
Employee Signature Date

[Signature] 9-11-18  
Supervisor Signature Date

[Signature] 9-12-2018  
Commissioner Signature Date



## Mielke, James

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**From:** webmaster@co.dodge.wi.us  
**Sent:** Sunday, November 11, 2018 1:05 PM  
**To:** Gibson, Karen; Miller, Shelby; Kjornes, Christine; Mielke, James  
**Subject:** Dodge County, WI: Incident Report

A new entry to a form/survey has been submitted.

**Form Name:** Incident Report  
**Date & Time:** 11/11/2018 1:04 PM  
**Response #:** 6  
**Submitter ID:** 4498  
**IP address:** 172.24.96.112  
**Time to complete:** 19 min. , 38 sec.

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### Survey Details

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Page 1



**KAREN J. GIBSON**  
Dodge County Clerk

**SHELBY J. MILLER**  
Chief Deputy

**CHRISTINE KJORNES**  
Deputy

### LOCATION

Administration Building  
127 East Oak St.  
Juneau, WI 53039  
Phone: 920-386-3605 Fax: 920-386-4292

1. **DATE**  
11/11/2018

2. **CLAIMANT INFORMATION**

<b>First Name</b>	Kristine	<b>Middle Initial</b>	M	<b>Last Name</b>	Neary
<b>Address</b>	1113 Hickory Lane	<b>City</b>	Johnson Creek	<b>State</b>	Wisconsin
<b>Zip Code</b>	53094	<b>Phone Number</b>	(414) 530-9869	<b>Email Address</b>	karsamsar@gmail.com

3. **INCIDENT INFORMATION**

<b>Date of Incident</b>	09/11/2018	<b>Time of Incident</b>	7:45 AM
-------------------------	------------	-------------------------	---------

**Amount of Reimbursement Requested** \$472.36  
**If Applicable Vehicle Make** Ford  
**Vehicle Year** 2016

**Location of Incident**  
Hwy 16 going East and 4th street.

**Vehicle Model** Taurus

**Description of Incident/Loss**

I was going to work at the Watertown Regional Medical Center. Going east on Hwy 16 and I was turning onto 4th street to go over to the Hwy 16 frontage road. The lines on Hwy 16 east had been recently painted but there was no warning, sign or cones indicating that there was wet paint. There are many sets of tire tracks going over this street line and obviously I was not the only vehicle that drove over that line. Andy Byer with city of Watertown drove over and saw the paint lines that I am talking about. He saw that there had been many vehicles that drove over the wet paint in this area.

**4. WITNESS INFORMATION**

<b>First Name</b>	Not answered	<b>Middle Initial</b>	Not answered	<b>Last Name</b>	Not answered
<b>Address</b>	Not answered	<b>City</b>	Not answered	<b>State</b>	Wisconsin
<b>Zip Code</b>	Not answered	<b>Phone Number</b>	Not answered	<b>Email</b>	Not answered

**5. Please upload billing statement or estimate for this report**

[IMG\\_1486.jpg](#)

Thank you,  
Dodge County, WI


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# PAVEMENT MARKING LY REPORT / Long Line

VOT

DATE: Month/Day/Year 7-4-18		PROJECT ID: 321-88-11		REGION:	CONTRACTOR: Dodge	FOREMAN: L. Sully	
1st HIGHWAY		EPOXY <input type="checkbox"/> WATERBORNE <input type="checkbox"/>		TAPE <input type="checkbox"/>		1st HIGHWAY	
HWY # 16	REF. #	COUNTY: Dodge Jefferson	Left Counter (ft.) 32206	Right Counter (ft.) 42046	Counters sub-total (ft.) 64252	RATE OF APPLICATION	
ITEM (X one)		FROM: Hwy 26	Paint Miles	Paint Miles	sub-total miles	Beginning:	Paint (gal.) 275
4" YELLOW <input checked="" type="checkbox"/>	4" WHITE <input type="checkbox"/>					Ending:	Beads (lbs) 3000
8" YELLOW <input type="checkbox"/>	8" WHITE <input type="checkbox"/>					Used:	1980
REMOVALS (LF)		TO: Rock River Rd			12.16	Coverage Rate:	18.09
2nd HIGHWAY		EPOXY <input type="checkbox"/> WATERBORNE <input type="checkbox"/>		TAPE <input type="checkbox"/>		2nd HIGHWAY	
HWY # 16	REF. #	COUNTY: Dodge Jefferson	Left Counter (ft.) 117660	Right Counter (ft.) 1492	Counters sub-total (ft.) 119152	RATE OF APPLICATION	
ITEM (X one)		FROM: Hwy 26	Paint Miles	Paint Miles	sub-total miles	Beginning:	Paint (gal.) 550
4" YELLOW <input type="checkbox"/>	4" WHITE <input checked="" type="checkbox"/>					Ending:	Beads (lbs) 6020
8" YELLOW <input type="checkbox"/>	8" WHITE <input type="checkbox"/>					Used:	3690
REMOVALS (LF)		TO: Rock River Rd			22.56	Coverage Rate:	18.17
3rd HIGHWAY		EPOXY <input type="checkbox"/> WATERBORNE <input type="checkbox"/>		TAPE <input type="checkbox"/>		3rd HIGHWAY	
HWY #	REF. #	COUNTY:	Left Counter (ft.)	Right Counter (ft.)	Counters sub-total (ft.)	RATE OF APPLICATION	
ITEM (X one)		FROM:	Paint Miles	Paint Miles	sub-total miles	Beginning:	Paint (gal.)
4" YELLOW <input type="checkbox"/>	4" WHITE <input type="checkbox"/>					Ending:	Beads (lbs)
8" YELLOW <input type="checkbox"/>	8" WHITE <input type="checkbox"/>					Used:	
REMOVALS (LF)		TO:				Coverage Rate:	

Personnel			Equipment			(WisDOT) Contact Person
Labor Classification	# Workers	# Hours / Worker	Equipment Type	# Vehicles	# Hours / Vehicle	
General Laborer:			Grinder:			Name:
Grinder:			Other:			City:
Other:			Pavement Marking Vehicle:	1	9	Phone #:
Pavement Marking Operator:	1	10	Pilot Vehicle:	1	9.5	Cell #:
Pavement Marking Truck Driver:	1	10	Shadow Vehicle:			E-mail:
Pilot Vehicle Driver:	1	10	Single / Two Axle Truck:	1	9	
Shadow Vehicle Driver:	1	10	Three Axle Truck:			
Totals:	4	40	Totals:	3	21.5	
WEATHER: (Start entries in box below)		COMMENTS: (Start entries in box below)				
80° Sunny		Hwy 16 white + yellow complete				

014-08-10 state Dodge

County Where Painting	Jefferson
Date	9-11-18
Weather	75° SUNNY
Color of Paint	White
Crew Members	Wally Jason Brian Dale
County Roads	County A-18 to 106
	D-12 to 106
	C-12 to Danco.
	W- Front of Shop
Gun No. 2 ft.	193460
Gun No. 4 ft.	612
Gun No. 6 ft.	194072
Total	
Gallons of Paint	700
Miles Painted	36.72
Gallons per Mile	19.06
Comments	all signs + cones out
Inventory Started	6000 lbs
Inventory Finished	

# SUPERVISOR'S INVESTIGATION REPORT

## ACCIDENT/INCIDENT – PROPERTY DAMAGE/LOSS

\*\*\*\*\*

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them, name them, and to state the remedy for them in this report.

\*\*\*\*\*

Department: Dodge County Highway Commission Report Date: 11/13/18  
Date of Accident/Incident: 09/11/18 If applicable: Digger's Hotline contacted: ☐ Yes ☐ No  
Time of Accident/Incident: 7:45 ☒ a.m. ☐ p.m. Digger's Hotline #: \_\_\_\_\_  
Location of Accident/Incident: Hwy 16 @ 4<sup>th</sup> street Watertown Estimate Repair Cost \$ \_\_\_\_\_  
County Vehicle #/Description: #441 paint truck Job No.: \_\_\_\_\_  
Driver Name: Wally Fett Close Date: \_\_\_\_\_

1<sup>st</sup> Party Name: Kristine Neary License Plate # \_\_\_\_\_  
2<sup>nd</sup> Party Name: \_\_\_\_\_ License Plate # \_\_\_\_\_  
Sheriff Incident # \_\_\_\_\_ Police Notified ☐ yes ☐ no

NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE: **None injured, paint on vehicle claim for a 2016 Ford Taurus for \$472.36 per complainant.**

DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident): **See description by claimant Kristine Neary. I have no knowledge of the incident before today 11/13/18. I have little information to go on other than a picture from the claimant of yellow paint near a traffic signal that had been driven through and a claim for \$472.36 without photos of the vehicle, shop estimates or any further documentation. Per paint foreman Wally Fett He was on the west side of Jefferson County near Dane County on this date and was not in this area on this date.**

UNSAFE CONDITIONS/ACT (describe unsafe conditions such as faulty brakes, lights, etc. and/or unsafe action of driver contributing to the accident): **none**

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident): **none.**

Wally Fett 11-16-18  
Employee Signature Date

[Signature] 11-16-18  
Supervisor Signature Date

[Signature] 11-26-2018  
Commissioner Signature Date

c: Employee File